



# COPS Fact Sheet

Community Oriented Policing Services

[www.usdoj.gov/cops/](http://www.usdoj.gov/cops/)

## Redeployment Tracking Plan Q & A

### **Q** What is a tracking plan?

**A** A tracking plan is used by agencies to track the hours saved through the implementation of technology or the hiring of civilians funded under a MORE grant. There are many acceptable means of tracking redeployment and agencies should choose the method that best fits their needs. Acceptable methods of tracking redeployment include:

- work study plans;
- studies using sampling techniques;
- direct tracking of hours; and
- approved estimation techniques.

### **Q** What should my tracking plan contain?

**A** Agency tracking plans must contain:

- a statement of how time is being saved;
- an explanation of the method being used to track time savings;
- a statement of the hours necessary to complete the activity before and after the implementation of technology or civilian hiring; and
- a summary of the time saved to date (only applicable if operational)

### **Q** What if my grant has been operational for a period of time but I do not have a redeployment tracking plan in place?

**A** All agencies are required to track redeployment as a condition of the grant award. If you have not been tracking redeployment, you must put a tracking plan in place as soon as possible. If you have questions about how to track redeployment, so no hesitate to contact your COPS Grant Advisor at 1-800-421-6770.

### **Q** What if I cannot determine time saving because I do not know how much time the activity required before the grant was implemented?

**A** Grantees who have been operational for a period of time without a tracking plan should use the figures given in their original MORE application as the baseline from which to track subsequent redeployment.

### **Q** What parts of my plan do I need to submit to the COPS Office for Approval?

**A** Upon request, each agency must provide a summary of its tracking plan to the COPS Office for approval. However, agencies should keep all tracking documentation on file, because it may be requested during a monitoring site visit or audit.

**Q Do I need to track the hours saved compared to time spent on community policing activities?**

**A** Agencies must show that the time savings achieved as a result of its MORE grant has increased the time spent on community policing activities. It is not necessary to link each hour saved to community policing activities. Acceptable forms

of documentation to demonstrate enhanced community policing activities as a result of the time savings include:

- daily/weekly/monthly officer log sheets;
- analysis of reports - i.e. Code 30 = community policing activities; or
- evidence of increased bike/foot patrols.